



# Regional and Country Development Cooperation Strategy Updates, Amendments and Extensions

A Mandatory Reference for ADS Chapter 201

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## 1. OVERVIEW

This is a mandatory reference to [ADS 201.3.2.19, Amending and Updating CDCS Documents](#), and [ADS 201.3.2.5, Expirations and Extensions](#). This document describes the process for updating, amending, and/or extending Regional or Country Development Cooperation Strategies (hereinafter collectively referred to as “CDCSs”).

## 2. UPDATES AND AMENDMENTS

Per [ADS 201.3.2.19](#), CDCSs are intended to be living documents. Missions should therefore regularly revisit their CDCS and its associated Development Hypotheses (for example, in connection with portfolio reviews or the mid-course stocktaking) to take stock, capture learnings, and make adjustments as necessary. Triggers for adjusting a CDCS include, but are not limited to: 1) changes in the country context that prompt major shifts in programming; 2) internal changes in funding or Agency policy priorities that call for a rescoping or revision of intended results; and/or 3) recommended changes to the Development Hypothesis revealed through monitoring, evaluation and/or learning during the course of implementation.

There are two types of CDCS adjustments:

1. An update to a CDCS occurs when a Mission makes changes at the Intermediate Result (IR) or sub-IR level in the CDCS. Updates do not require clearance or approval from USAID/Washington (USAID/W). However, Missions are required to advise Washington of such changes pursuant to the process outlined in **Section 2.1**, as well as post up-to-date versions of the CDCS on USAID Web sites pursuant to **Section 5**.
2. An amendment to a CDCS occurs when a Mission makes changes at the Development Objective (DO) or Goal level in the CDCS. Changes made to either a Special Objective or Support Objective also require an amendment, unless the change is part of a phase-out that was previously specified in the strategy. Amendments require approval from USAID/W pursuant to the process outlined in **Section 2.2**. In addition, Missions must post up-to-date versions of the CDCS on USAID Web sites pursuant to **Section 5**.

Before updating/amending a CDCS, Missions should consider the implications of such adjustments on key conditions or requirements in Development Objective Agreements (DOAGs), if applicable. [ADS 201.3.2.15](#) provides guidance for Missions obligating funds in a DOAG. Missions should also consider whether the required mandatory analyses may require revisions.

If an IR or DO in a CDCS is updated/amended, Missions must work with their relevant State Department counterparts to ensure alignment with the respective Integrated Country Strategy (ICS), if applicable. This requirement only applies to IRs and DOs; it

does not apply to sub-IRs. In addition, Missions must update the Performance Management Plan (PMP) to reflect changes in the CDCS (see [ADS 201.3.2.16](#)).

## 2.1 Steps for Completing a CDCS Update

Missions updating their CDCS must follow the following steps:

- Step 1: The Mission updates the CDCS and documents Mission Director approval in internal documents.
- Step 2: The Mission submits an Information Memo (see recommended [CDCS Update Information Memo Template](#) on ProgramNet) to the relevant USAID/W Regional Bureau Program Office Point of Contact (POC), as well as the POC in the Strategic and Program Planning Office in the Bureau for Policy Planning and Learning (PPL/SPP). The Regional Bureau will distribute the memo to the identified points of contact in Washington OUs (see a List of POCs [here](#)).

At the same time, the Mission submits internal and external versions of the revised CDCS for posting on USAID Web sites pursuant to the requirements in **Section 2.3** and **Section 5**.

If the Mission conducted a CDCS Mid-Course Stocktaking and completed the required Information Memo documenting changes to IRs (see [ADS 201mag](#)), then the Information Memo satisfies the requirement to document an update.

## 2.2 Steps for Completing a CDCS Amendment

Missions amending their CDCS must follow the following steps:

- Step 1: The Mission submits an Action Memorandum (see recommended [CDCS Amendment Action Memo Template](#) on ProgramNet) to the respective Regional Bureau Assistant Administrator (see [List of POCs](#) on ProgramNet) through the USAID/W Regional Bureau Program Office Point of Contact requesting the CDCS amendment. If the amendment has significant resource implications per [ADS 201.3.2.19](#), the Mission is also required to submit a revised budget scenario as an annex to this memo.
- Step 2: The Regional Bureau Program Office circulates the Action Memorandum for clearance and approval to the following USAID/W stakeholders:
  - a. The Assistant Administrator (AA) for PPL, the Director for the Office of Budget and Resource Management (BRM), and the AA(s) of pillar Bureau(s) implicated in the amendment (or their designees) clear the memo.

- b.** The Regional Bureau AA (or their designee) approves the Action Memorandum.
- Step 3: Upon approval, the Mission amends their CDCS to reflect the changes and submits internal and external versions of the revised CDCS for posting on USAID Web sites pursuant to the guidelines in **Section 2.3** and **Section 5**.

## **2.3 Requirements for Revising the CDCS to Reflect an Update/Amendment**

When a CDCS is updated or amended, Missions must revise the CDCS cover page of both the internal and external versions to reflect the date of the adjustment.

For updates:

Dates: October 5, 2013 - October 5, 2018  
Updated on: November 4, 2015

For amendments:

Dates: October 5, 2013 - October 5, 2018  
Amended on: November 4, 2015

In addition, Missions must include a CDCS Amendment/Update Preface within the revised CDCS document to enable readers to quickly understand what changes have been made. The Preface can record the changes in one of two ways:

- Through an annotated outline with page references that describes how the CDCS was revised, including how the Results Framework changed; or
- Through a brief preamble that explains that changes to the CDCS are reflected throughout the document -- either through highlights or another means. This preamble must include a page reference for the new Results Framework.

## **3. EXTENSIONS**

Per [ADS 201.3.2.5](#), under certain circumstances, a Mission may extend the strategy implementation period. There are two types of extensions:

- a.** Extensions for up to six months do not require clearance or approval from USAID/W. This one-time option may be utilized at any time, including after a longer extension that required USAID/W approval. In most circumstances, the maximum combined duration of CDCS extensions may not exceed two years (see **Section 3.1** for steps for completing this type of extension).

- b. Extensions beyond six months require approval from USAID/W based on a justification (see below). Two years is generally the maximum cumulative duration of CDCS extensions; for example, in most circumstances a Mission with an existing six month extension can only request an additional extension of up to 18 months. Extensions of a CDCS for more than two years beyond the original expiration date generally will not be approved absent compelling circumstances. Circumstances justifying a CDCS extension typically include major crises or breakthrough learnings that call for an extension of the implementation timeline. USAID/W generally does not accept CDCS extensions in the absence of extenuating circumstances. It also does not generally accept extensions with the sole purpose of aligning the CDCS implementation period with that of the ICS. A Mission must notify the Regional Bureau Program Office and PPL POCs (see ProgramNet's [List of POCs](#)) of its plans to extend its CDCS at least nine months, but no more than 18 months, before its CDCS expires (see **Section 3.2** for steps for completing this type of extension).

### **3.1 Steps for Completing CDCS Extensions Up to Six Months**

Missions extending their CDCS for up to six months must follow the following steps:

- Step 1: The Mission extends the CDCS and documents Mission Director approval in internal documents.
- Step 2: The Mission submits an Information Memo (see recommended [CDCS Extension Information Memo Template](#) on ProgramNet) to the relevant USAID/W Regional Bureau Program Office POC and the PPL/SPP POC. The Regional Bureau will distribute the memo to the identified points of contact in Washington OUs (see [List of POCs](#) on ProgramNet).

At the same time, the Mission revises the CDCS cover page to reflect the new expiration date and submits internal and external versions of the revised CDCS for posting on USAID Web sites pursuant to the requirements in **Section 3.3** and **Section 5**.

### **3.2 Steps for Completing CDCS Extensions Beyond Six Months**

Missions extending their CDCS beyond six months must follow the following steps:

- Step 1: The Mission submits an Action Memorandum (see recommended [CDCS Extension Action Memo Template](#) on ProgramNet) to the respective Regional Bureau Program Office POC (see [List of POCs](#) on ProgramNet) requesting the CDCS extension.

- Step 2: The Regional Bureau Program Office POC circulates the Action Memorandum for clearance and approval to the following USAID/W stakeholders:
  - a. The PPL AA (or their designee) clears the memo.
  - b. The Regional Bureau AA (or their designee) approves the memo.
  - c. If applicable, obtain M/MPBP clearance for OE funds or BRM clearance for program funds.
- Step 3: Upon approval, the Mission revises the CDCS cover page to reflect the new expiration date and submits internal and external versions of the revised CDCS for posting on USAID Web sites pursuant to the requirements in **Section 3.3** and **Section 5**.

### **3.3 Requirements for Revising the CDCS to Reflect an Extension**

When a CDCS is extended, Missions must revise the CDCS cover page of both the internal versions to reflect the original and new end dates as follows:

If the CDCS has only been extended once:

Dates: April 14, 2012 - April 14, 2017  
 Extended through: October 14, 2017

If the CDCS has been extended more than once:

Dates: April 14, 2012 - April 14, 2017  
 First extension: October 14, 2017  
 Second extension: June 14, 2018

The external version only notes the date the CDCS expires and does not reflect any interim extensions. For the example above of a CDCS that was extended twice, the external version must be updated as follows:

Dates: April 14, 2012 - April 14, 2017  
 Extended through: June 14, 2018

## **4. COMBINING UPDATES/AMENDMENTS WITH EXTENSIONS**

If a Mission requires an extension beyond six months coupled with an update or amendment, it must submit an Action Memorandum (see recommended [CDCS](#)

[Extension Action Memo Template](#) on ProgramNet) pursuant to the steps in **Section 2.2**.

#### **4.1 Requirements for Revising the CDCS to Reflect Combined Changes**

When a CDCS is extended and updated/amended, Missions must revise the CDCS cover page of both the internal and external versions to reflect these changes:

Original Dates: April 14, 2012 - April 14, 2017

Extended through: February 14, 2018

Updated/Amended on: August 20, 2015

Missions must also include a CDCS Update/Amendment Preface pursuant to the requirements in **Section 2.3**.

### **5. DISSEMINATION OF INTERNAL AND EXTERNAL VERSIONS**

Missions must submit their updated, amended, and/or extended CDCS on relevant USAID internal and external Web sites as identified below. Missions must include cover pages pursuant to the relevant requirements in **Section 2.3**, **3.3**, or **4.1** for all revised CDCSs. Missions must also ensure that the revised CDCS complies with [Section 508](#) requirements in the Rehabilitation Act of 1973.

#### **5.1 Submission to Internal Web Sites**

Approved CDCSs for internal USAID audiences are posted on [ProgramNet](#), the [Development Experience Clearinghouse \(DEC\)](#) and [MyUSAID](#). This version of the document contains Sensitive but Unclassified (SBU) information and should be marked as such in accordance with [FAM 540](#).

Missions must send the finalized PDF, along with the Word version of the document, to the appropriate Regional Bureau POC, who will coordinate with the PPL POC to post the document on internal Web sites. The List of POCs is available on ProgramNet [here](#). Before submitting to the Regional Bureau, Missions must ensure the document is Section 508 compliant in accordance with [these instructions](#).

Missions must follow the below naming convention:

*Internal\_SBU\_CDCS\_Country\_Month\_Year of Expiration.*

#### **5.2 Submission to External Web Sites**

Approved CDCSs for external USAID audiences are posted on the [USAID.gov](#) public Web site and the [DEC](#). Missions must remove all budget tables, procurement sensitive information, and other SBU information for this version.



Missions must send the finalized PDF, along with the Word version of the document, to the appropriate Regional Bureau POC, who will coordinate with the PPL POC to post the document on [USAID.gov](https://www.usaid.gov). The List of POCs is available on ProgramNet [here](#). Before submitting to the Regional Bureau, Missions must ensure the document is Section 508 compliant in accordance with these instructions.

Per [ADS 540, USAID Development Experience Information](#), Missions must also post the CDCS to the DEC using the online DEC submission tool found [here](#). The CDCS should be posted as a “public” rather than a “restricted” document on this portal.

Missions must follow the below naming convention:  
*CDCS\_Country\_Month\_Year of Expiration.*

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